



**Wake Forest Board of Commissioners**  
**Meeting Agenda**  
**May 18, 2021 at 7:00 PM**  
**All items listed are for discussion and possible action.**

**Notice**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Deeda Harris](#) at 919-435-9413 as soon as possible, but no later than 48 hours before the scheduled event.

**Cable & Online Broadcast of Board of Commissioners Meetings**

All Board of Commissioners meetings are broadcast live on [WFTV 10](#) beginning at 7 p.m. Meetings are also aired online on the [Public Meetings Portal](#) on the [Town of Wake Forest website](#). Archived meeting videos are also provided and available for one year after the original air date.

**Meeting Agendas**

The [Board of Commissioners](#) meeting agenda is available to be viewed and downloaded by noon on the Friday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Town Clerk's office at 919-435-9413. Citizens may also receive a copy of each month's agenda via email by enrolling in the free [E-Notifier](#) subscription service.

**Public Hearings**

When an agenda item is denoted as a [Public Hearing](#), persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given five minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed five minutes each to express his/her comments, ideas, concerns, expressions, and desires. No comments will be allowed on agenda items.

**Public Comment**

Anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item during the time of the Public Comment should contact Town Clerk Deeda Harris by 3 p.m. the day of the meeting. Mayor Jones will recognize you during the Public Comment period and give you 3-5 minutes to speak. Thank you for your cooperation.

## **Call to Order**

### **Pledge of Allegiance**

#### **1. Approval of Agenda**

#### **2. Approval of Minutes**

- 2.A. Approval of Minutes for Meeting held April 6, 2021 (Joint Public Hearing) and meeting held April 20, 2021 (Regular Board of Commissioners Meeting)

[Draft April 6 2021 JPH Meeting Minutes.pdf](#)

[mins4-20-21-Agenda-draft.pdf](#)

#### **3. Presentations**

- 3.A. Proclamation to recognize May as "National Historic Preservation Month" in the Town of Wake Forest

[2021 HP Month Proclamation.doc](#)

- 3.B. Proclamation Recognizing May 26, 2021 as "'National Senior Health and Fitness Day"

[Senior\\_Health\\_Fitness-Day-2021.docx](#)

- 3.C. Proclamation Recognizing June 2021 as "Men's Health Month"

[Mens\\_Health-2021.docx](#)

- 3.D. Proclamation Recognizing June 2021 as "LGBTQ Pride Month"

[Pride\\_Month\\_Proclamation-2021.docx](#)

#### **4. Public hearings / Public Comment**

- 4.A. Public hearing on and consideration of a petition requesting contiguous annexation submitted by Legacy Center Church, Inc for property located at 7102 Rabbit Run, being Wake County Tax PIN 1831-31-2312 and adjacent right-of-way totaling approximately 10.391 acres.

[051821 BOC Agenda Summary \(AN-21-04\).pdf](#)

[Attachment A Legal Description AN-21-04.pdf](#)

[Attachment B Annexation Survey AN-21-04.pdf](#)

[Attachment C Contiguous Annexation Petition AN-21-04.pdf](#)

[Legacy Center Church Annexation Ordinance \(AN-21-04\).docx](#)

- 4.B. Public Hearing to receive public comment on the proposed FY 2021 -2022 Budget

[2021-2022 Budget Public Hearing\\_summary.pdf](#)

- 4.C. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

## 5. Consent Agenda

*(A Consent Agenda is a group of items passed with a single motion and vote. These matters are of a generally routine nature. No debate is allowable on any item included on the Consent Agenda. If a Commissioner or any citizen of Wake Forest or its ETJ wants separate consideration of any item, it may be removed from the Consent Agenda by request.)*

- 5.A. Consideration of a Resolution of Appreciation for the Service of William "Sandy" Smart on the Historic Preservation Commission  
[Appreciation\\_of\\_service-Smart\\_HPC-summary.docx](#)  
[Resolution2021-XX Resolution for Sandy Smart\\_adv\\_board\\_appreciation-HPC.docx](#)
- 5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by HR Northlake, LLC for property located at 0 South Franklin Street, being Wake County Tax PIN 1840-53-5723 and adjacent right-of-way  
[051821 BOC Agenda Summary \(AN-21-02\).pdf](#)  
[Attachment A Legal Description AN-21-02.pdf](#)  
[Attachment B Annexation Survey AN-21-02.pdf](#)  
[Attachment C Contiguous Annexation Petition AN-21-02.pdf](#)  
[Certificate\\_of\\_Sufficiency.docx](#)  
[DRAFT PUBLIC HEARING RESOLUTION.docx](#)
- 5.C. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by Radstar, LLC for property located at 0 Wait Avenue and 1464 Wait Avenue being Wake County Tax PINs 1850-36-9661, 1850-37-9469, and 1850-47-1404 and adjacent right-of-way, which is approximately 48.4647 acres.  
[051821 BOC Agenda Summary.pdf](#)  
[Attachment A Legal Description AN-21-01.pdf](#)  
[Attachment B Annexation Survey AN-21-01.pdf](#)  
[Attachment C Contiguous Annexation Petition AN-21-01.pdf](#)

[Certificate\\_of\\_Sufficiency.docx](#)

[DRAFT PUBLIC HEARING RESOLUTION.docx](#)

- 5.D. Approval of Budget Ordinance Amendment #5 - FY 2020 - 2021  
[Budget Ordinance Amendment # 5\\_FY 2020 - 2021.pdf](#)  
[Budget\\_Ordinance\\_Amendment\\_summary.docx](#)
- 5.E. Approval of resolution authorizing installment purchase agreement with Truist Bank  
[Vehicles\\_and\\_equipment\\_IPA\\_resolution\\_FY\\_21\\_summary.pdf](#)  
[analysis of proposals\\_vehicles and equipment.pdf](#)  
[Truist Proposal - Wake Forest NC - Installment Financing Agreement.pdf](#)  
[Vehicles and Equipment RFP\\_FY 2020-2021.pdf](#)  
[Resolution Approving Financing Terms\\_Truist\\_FY 21 vehicles and equipment.docx](#)
- 5.F. Consideration of RESOLUTION to Adopt Town of Wake Forest Title VI Program Plan  
[Agenda Summary](#)  
[Attachment A - DRAFT Town of Wake Forest Title VI Program Plan](#)  
[Title\\_VI\\_Resolution.docx](#)
- 5.G. Consideration of a Resolution Amending the 2021 Board of Commissioner and Planning Board Calendar  
[Meeting\\_Calendar\\_amendment-summary.docx](#)  
[2021\\_Meeting\\_Schedule-revised-May2021.docx](#)

## 6. Legislative Items

- 6.A. Consideration of approval of an ordinance at the request of NCDOT, to post the speed limit on US 1 (Capital Boulevard) at 55 mph from the Neuse River Crossing located approximately 0.803 miles south of SR 2045 (Burlington Mills Road) and the Franklin County Line located approximately 0.497 miles north of SR 1931 (Harris Road)  
[Summary\\_Capital\\_Speedlimit\\_05182021.docx](#)  
[Ord2021-xx\\_Capital\\_SpeedLimit\\_05182021.doc](#)  
[Capital Map.pdf](#)  
[Res2021-xx\\_Capital\\_Speedlimit\\_05182021.docx](#)
- 6.B. Consideration of Renaissance Area Temporary Noise Ordinance Waiver: Code of Ordinances, Ordinance No. 2005-53 Noise  
[Renaissance\\_Area\\_Temporary\\_Noise\\_Ordinance\\_Waiver-summary.docx](#)  
[Ordinance\\_Renaissance\\_Area\\_Temporary\\_Noise\\_Ordinance\\_Waiver.docx](#)  
[ATTACHMENT A\\_Renaissance Area Temporary Noise Ordinance Waiver.pdf](#)  
[ATTACHMENT B\\_Renaissance Area Temporary Noise Ordinance Waiver.docx](#)
- 6.C. Consideration of an Ordinance Amending the Code of Ordinances Chapter 30 - Traffic And Vehicles; Article VI. - Traffic Schedules; Sec. 30-263. - Schedule XVII, Speed

Limits (sections along Averette Road)

[Summary\\_AveretteRd\\_Speedlimit\\_Reduction\\_05182021.docx](#)

[Ord2021-x\\_AveretteRd\\_SpeedLimit\\_Reduction\\_05182021.doc](#)

[Tryon\\_Map.pdf](#)

[Rosedale\\_Map.pdf](#)

[Res2021-x\\_AveretteRd\\_SpeedLimit\\_Reduction\\_05182021 \(2\).doc](#)

6.D. Consideration of Appointment of District Member to Historic Preservation Commission  
[advisory\\_board\\_appointment-May-2021-HPC-summary.docx](#)

6.E. Consideration of a Resolution Opposing the Passage of Legislation in the General  
Assembly of North Carolina  
[Agenda Summary](#)  
[Resolution.docx](#)

## 7. Planning Items

7.A. Consideration of QUASIJUDICIAL CASE SD-20-05 for a Major Master Subdivision  
for Traditions Townhomes filed by FLM Engineering Inc, on behalf of the property  
owner, to subdivide ±4.76 acres located at 0 Traditions Grande Boulevard, being Wake  
County Tax PIN 1851-12-8142

[Case Summary SD-20-05 - Traditions Townhomes Major Subdivision.pdf](#)

[Attachment A – Application and Statement of Justification.pdf](#)

[Attachment B – Major Subdivision Plan.pdf](#)

[Attachment C – Maps.pdf](#)

[Attachment D – Neighborhood Meeting Information.pdf](#)

[Attachment E – BOA-21-01 Order of Variance.pdf](#)

[Attachment F – Staff Report 5-4-2021.pdf](#)

[Attachment G – Staff Presentation 5-4-2021.pdf](#)

[Attachment H – Appraiser Opinion.pdf](#)

7.B. Consideration of Action of LEGISLATIVE ITEM TA-21-05 Text Amendment to the  
Unified Development Ordinance

[Summary TA-21-05.pdf](#)

[Planning Board Written Recommendation TA-21-05.pdf](#)

[Proposed Consistency Statement TA-21-05.pdf](#)

[Proposed Inconsistency Statement TA-21-05.pdf](#)

[Draft Ordinance TA-21-05.docx](#)

[Exhibit A to Ordinance for TA-21-05.pdf](#)

7.C. Consideration of Action of LEGISLATIVE ITEM TA-21-06 Text Amendment to the  
Unified Development Ordinance for the purpose of amending Chapters 1-6, 8, 13-15,  
and 17 pertaining to NCGS 160D Legislative Changes, Approval Processes,  
Development Standards, Allowable Uses and Use Standards.

[051821 Agenda Summary TA-21-06 160D](#)  
[TA-21-06 Planning Board Recommendation](#)  
[Consistency Statement TA-21-06 160D](#)  
[Inconsistency Statement for Disapproval TA-21-06 160D](#)  
[Draft Ordinance TA-21-06](#)  
[Exhibit A to Ordinance for TA-21-06](#)

## **8. Administration and Financial Items**

8.A. Authorization to Acquire Property Located at 0 North White Street

## **9. Public Services Items**

## **10. Parks and Recreation Items**

## **11. Public Safety Items**

## **12. Other Business**

12.A. Wake County Tax Releases

[Wake\\_Co\\_Tax\\_Releases-May.pdf](#)

12.B. Monthly Report

[April 2021 Monthly Report Template\\_crd5.6.2021.pdf](#)

12.C. Commissioner Reports

12.D. Closed Session: N.C.G.S. 143-318.11 (3) Consultation with the Town Attorney

## **13. Adjournment**